

the **Small Business** game

The online business simulation game that makes learning fun!

Using the School Management Console



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Introduction

The Small Business Game is designed as a learning tool for school students and includes curriculum linked teacher resources.

Getting started

To access the game, your school must be registered and your teachers and students need to be enrolled. Students are registered by *either* the school administration person or their teacher.

To apply for access, follow the instructions on the game site. Once we have registered your school we will send you all the information you need to access the School Management Console.

If you are unsure whether your school already has access we can check this for you.

The game features these self management features.

1: The School Management Console

We require one administrative contact for your school who will have access to the School Management Console. (This could be a teacher or office person for example)

The School Management Console is used to:

- Register your teachers
- Add students and assign them to teachers

2: The Teacher Reporting Console

The Teacher Reporting Console provides teachers with data on student performance and is used to manage and monitor student information.

When a teacher is provided with access by the School Administration, they will receive an email with access details for the Teacher Reporting Console. This also gives access to the Teacher Resources and to play the game.

Teachers use the Teacher Reporting Console to:

- Provide access for their own students
- Edit student details
- Monitor class and student performance on quizzes (Primary edition)

Tip

To go directly to the School Management Console, visit the game site home page and type in /SchoolAdmin at the end of the URL.

A link to the Console can also be found on the '*Information for teachers*' page.

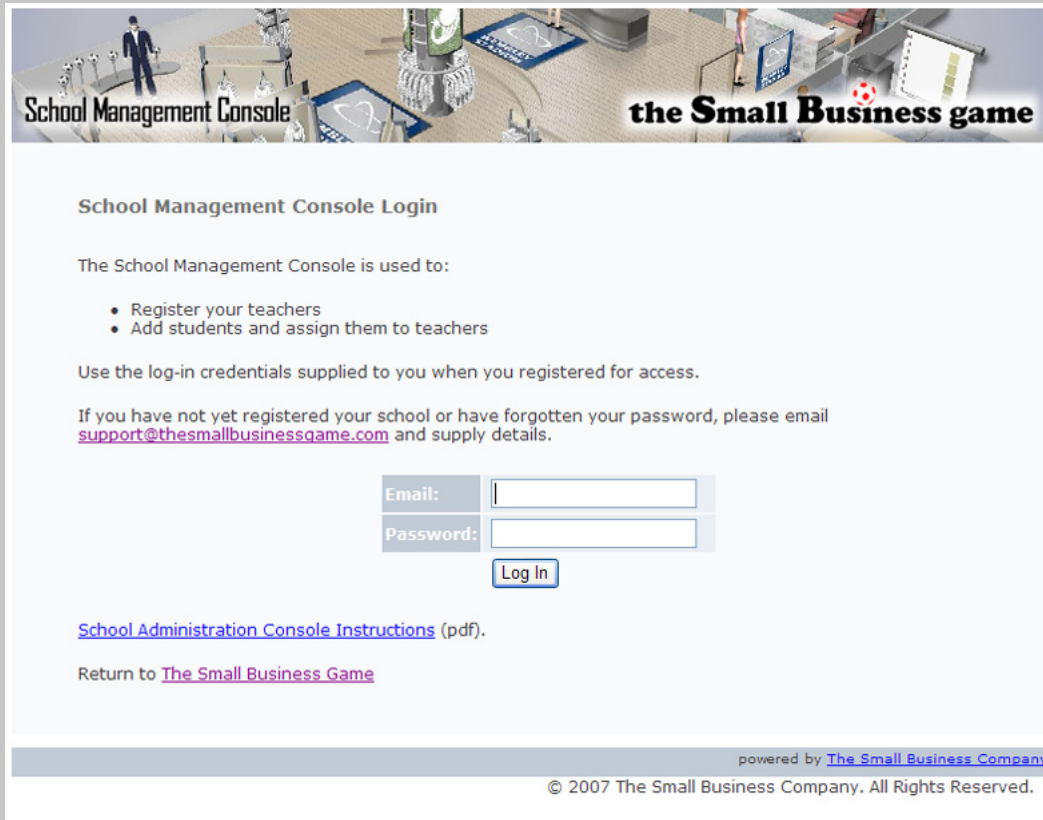
For help

Contact details are provided on the game website.

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Logging in



The screenshot shows the 'School Management Console Login' page. At the top, there is a header image with the text 'School Management Console' on the left and 'the Small Business game' on the right. Below the header, the page title is 'School Management Console Login'. The text explains that the console is used to register teachers and assign students. It provides a list of actions: 'Register your teachers' and 'Add students and assign them to teachers'. It also states that users should use the credentials provided during registration. A link to 'support@thesmallbusinessgame.com' is provided for those who haven't registered or forgot their password. The login form consists of two input fields: 'Email:' and 'Password:', followed by a 'Log In' button. Below the form, there is a link to 'School Administration Console Instructions (pdf)' and a link to 'Return to The Small Business Game'. At the bottom, it says 'powered by The Small Business Company' and '© 2007 The Small Business Company. All Rights Reserved.'

Once your school is registered, an email will be sent to the school administrative contact.

The email will include a link to the School Management Console and a user password.

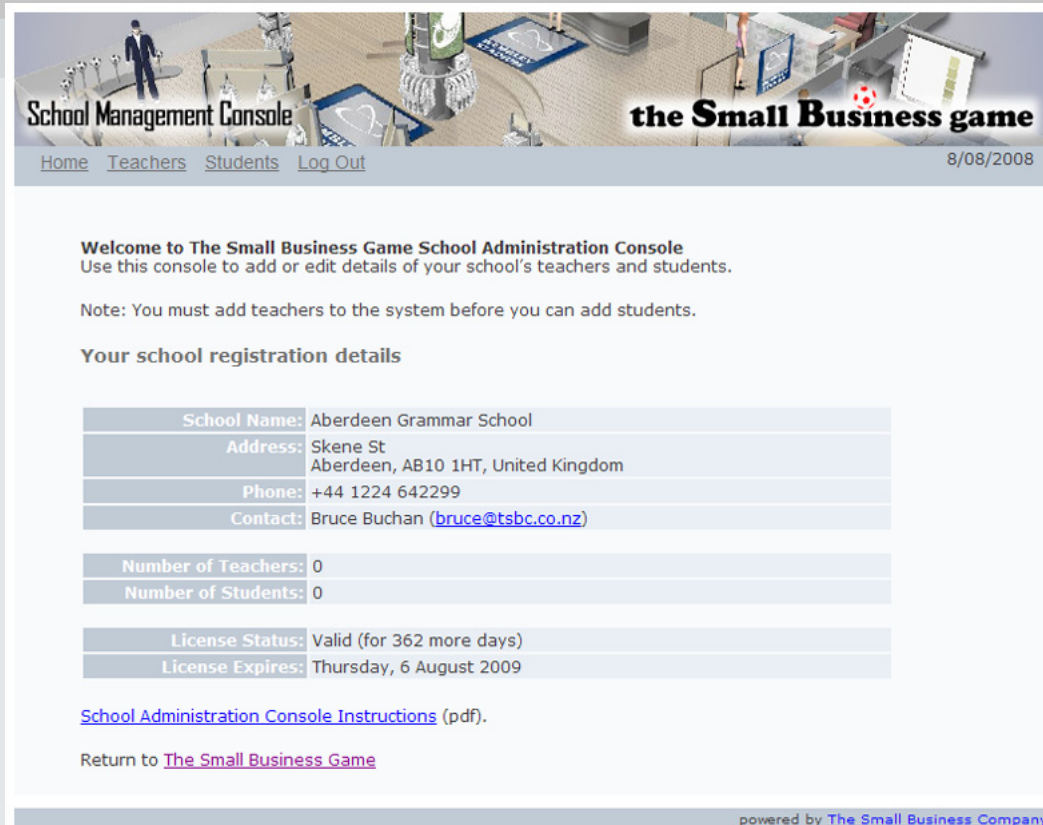
To log in:

- Enter your email address
- Enter the password provided

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Check details



The screenshot shows the 'School Management Console' interface. At the top, there is a navigation bar with links for 'Home', 'Teachers', 'Students', and 'Log Out', and a date '8/08/2008'. The main content area displays a welcome message: 'Welcome to The Small Business Game School Administration Console. Use this console to add or edit details of your school's teachers and students.' Below this is a note: 'Note: You must add teachers to the system before you can add students.' The section 'Your school registration details' contains a table with the following information:

School Name:	Aberdeen Grammar School
Address:	Skene St Aberdeen, AB10 1HT, United Kingdom
Phone:	+44 1224 642299
Contact:	Bruce Buchan (bruce@tsbc.co.nz)
Number of Teachers:	0
Number of Students:	0
License Status:	Valid (for 362 more days)
License Expires:	Thursday, 6 August 2009

Below the table, there is a link for 'School Administration Console Instructions (pdf)' and a return link 'Return to [The Small Business Game](#)'. At the bottom right, it says 'powered by [The Small Business Company](#)'.

When you log in you will see the School Management Console home page.

This page shows a summary of your school details. Please check these details and let us know if there are any omissions or errors.

This page shows:

- School name
- Address
- Phone number
- Contact name and email address
- The number of teacher and students enrolled for your school
- License status and expiry date

Use the navigation links on the top of the screen to:

- Add and edit teachers
- Add and edit students

Tip

You must add teachers before you add students. Each student is assigned to a teacher.

If you prefer, students can be added by their teacher using the Teacher Reporting Console.

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Managing teachers

The teacher screen shows a summary of all the teachers registered for the game at your school.

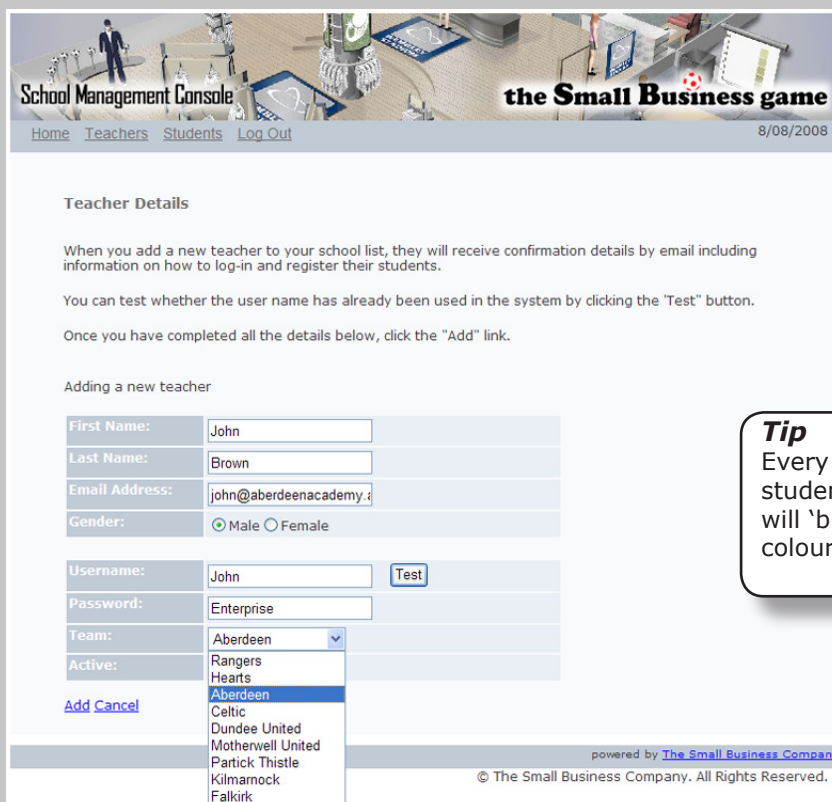
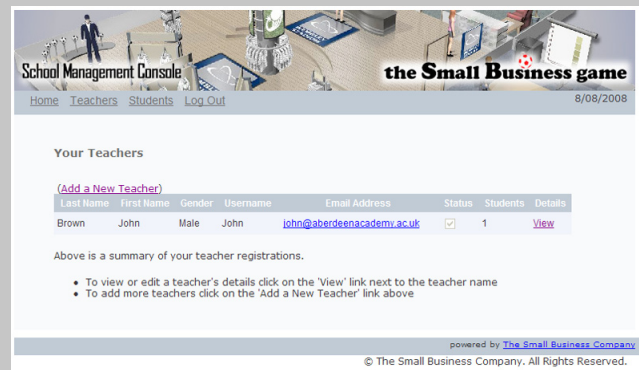
Initially there will be no teachers listed on the Teacher screen.

To add a teacher, click on the 'Add a teacher' link.

You will then see the screen below:

To complete these details you will need:

- Teacher name
- Email address
- Their preferred username and password
- Their preferred team



Tip
Every player (teachers and students) can select their team. This will 'brand' their store with the team colours and logos.

Notes

- You can test whether a user name has already been used by clicking the 'Test' button.
- To confirm the details entered, click on 'Add'.
- Registered teachers can play the game and access the Teacher resources on the game website.
- Each teacher will receive an email with details of how to log into the Teacher Reporting Console

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Managing students

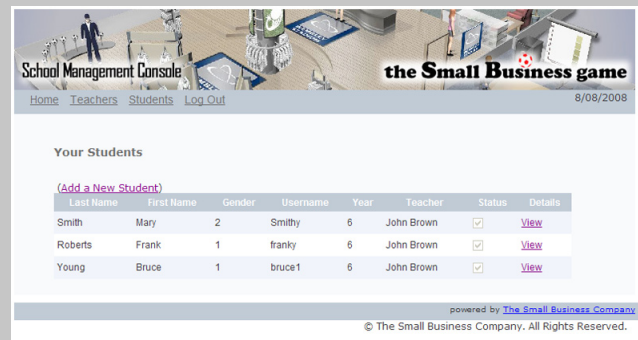
Student management works much the same as for teachers.

Initially there will be no students listed on the Student screen.

Students can be added here, or the task can be carried out by each teacher if you prefer.

The summary screen shows you:

- Student name
- User name
- Their teacher name



Tip

When you enter a new student, you select their teacher's name from the drop down list.

This list is created when you add teachers.

Notes

- By clicking on the 'view' link by each students name you can view complete registration details for the student.
- To confirm the details entered, click on 'Add'.
- Registered students can play the game using the user name and password you set up for them.
- Student email addresses are not recorded